



Department of Corrections
ADMINISTRATIVE BULLETIN

Subject: WOMEN IN THE WORK
FORCE: REPRESENTATION,
MANAGERIAL RESPONSIBILITY AND
COMMITMENT TO ACTION

Number:

90/60

Date Issued:

July 23, 1990

Cancelled Effective:

October 22, 1990

This bulletin reaffirms the Department of Corrections' commitment to achieve labor force parity for women at all levels in our work force and the responsibility of supervisors and managers for the successful employment and retention of women staff.

Because Department staffing is in an unprecedented growth pattern, it is critical that we use the opportunity to increase the proportion of women staff in our work force with the goal of achieving labor force parity (42.8 percent representation) for woman in all job classifications.


The Women's Leadership Forums of 1989 and 1990 identified deficiencies in representation of women in 106 classifications, as well as deficiencies in accountability systems for ensuring managers' progress in achieving parity at their worksites.

To address deficiencies and improve accountability systems, the Department shall implement several action plans over the next year. These plans require full commitment of all managers and supervisors throughout the Department.

The Affirmative Action Office, with the advice of the Executive Women's Advisory Council and technical support provided by the Evaluation and Compliance Division (Management Analysis and Evaluation Branch), has been directed to immediately implement the following process:

1. Development of a Cabinet-approved departmental five-year plan to increase the representation of women in all job classifications including setting fiscal year representation goals for each division and institution/region.
2. Identification of all classifications with deficiencies in representation, then setting goals for each targeted classification.
3. Submission of twice yearly progress reports on each goal by Affirmative Action Coordinators.
4. In collaboration with worksite managers, submission to the Affirmative Action Office of corrective action plans for any worksite with a 20 percent gender deficiency in job classifications for which parity is a reasonable goal.

Goal progress reports and corrective action plans shall be submitted to the Affirmative Action Office by Deputy Directors, Wardens, Parole Regional Administrators and other worksite managers.

 <p style="text-align: center;">Department of Corrections ADMINISTRATIVE BULLETIN</p> <p>Subject: WOMEN IN THE WORK FORCE: REPRESENTATION, MANAGERIAL RESPONSIBILITY AND COMMITMENT TO ACTION</p>	Number:
	90/60
	Date Issued:
	July 23, 1990
	Cancelled Effective:
	October 22, 1990

- 2 -

All Deputy Directors, Wardens, Regional Parole Administrators and other administrators will ensure:

- Incorporation of attainable gender hiring and promotion goals within the Managerial Performance Appraisal System (MPAS) workplans and Management By Objectives (MBO) goals developed by managers with hiring authority. Results of managers in this area are to be reported to the Director's Cabinet by Division administrators.
- Representation of women on all interview panels including examination and hiring panels whenever possible. Progress reporting on this will be via the combined audit process and other related audit processes.
- Gender representation in special assignments and positions critical to institution and parole operations. Progress reporting on this will be via the combined audit process and other related audit processes.
- Assessing the frequency and severity of sex discrimination and harassment complaints (while maintaining confidentiality) to identify factors which may contribute to the frequency or severity of these complaints and development of corrective action plans as appropriate. This should be accomplished in conjunction with the Department's Affirmative Action Office.

An Executive Women's Advisory Council has been appointed and charged with reviewing implementation of these and other Cabinet approved recommendations.

The Department of Corrections is committed to ensuring that women employees are full partners on the correctional team.

R. H. DENNINGER
Chief Deputy Director